



Participant Guide – GL331: Processing Budget Journals

State of Kansas



GL331: Processing Budget Journals

Participant Guide

Statewide Management, Accounting and Reporting Tool



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Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Define basic budget journal terms
- Choose a budget journal type
- Enter a Budget Journal Online
- Demonstrate the steps to successfully import a spreadsheet budget journal
- Create and review Budget Overview inquiries
- Describe the types of errors that might occur during the budget journal post process, including security errors, ChartField errors, and translation errors

Agenda

Today, we will cover the following topics:

- Budget Journal Entry Key Terms, Processes, and Roles
- Creating a Budget Journal Entry
- Importing Spreadsheet Budget Journals
- Reviewing Budget Journals
- Processing Budget Journals

Participant Notes:

Lesson 1: Budget Journal Entry Key Terms, Processes, and Roles

Objectives

Upon completion of this lesson, you will be able to:

- Define basic budget journal terms
- Explain the end-to-end budget journal process
- Describe roles involved in the budget journal process and the activities performed by each role
- Explain the State of Kansas Budget Ledgers
- Explain the difference between a budget ledger and an ACTUALS ledger



Key Terms

- **Budget Header** –The SMART fields that contain information for a specific budget journal such as date, ledger and journal type.
- **Budget Lines** – Lines used to enter the transaction information that make up a budget journal
- **Budget Journal** – A transaction that establishes or updates budget amounts in the system
- **Budget Transfer** – The process of moving a budget from one line item to another in a budget journal
- **Commitment Control** – The process of budgetary accounting which enables the tracking or controlling of expenses against budgets and revenues against estimates

Participant Notes:



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- **Budget Ledger** – A ledger that defines the type of budget and the type of transaction that will be recorded in SMART
- **Expense Budget** – A structure of budget (such as Appropriation) that records Budget, Expense, and Encumbrance
- **Revenue Budget** – A structure of budget that records estimated, recognized and collected revenue

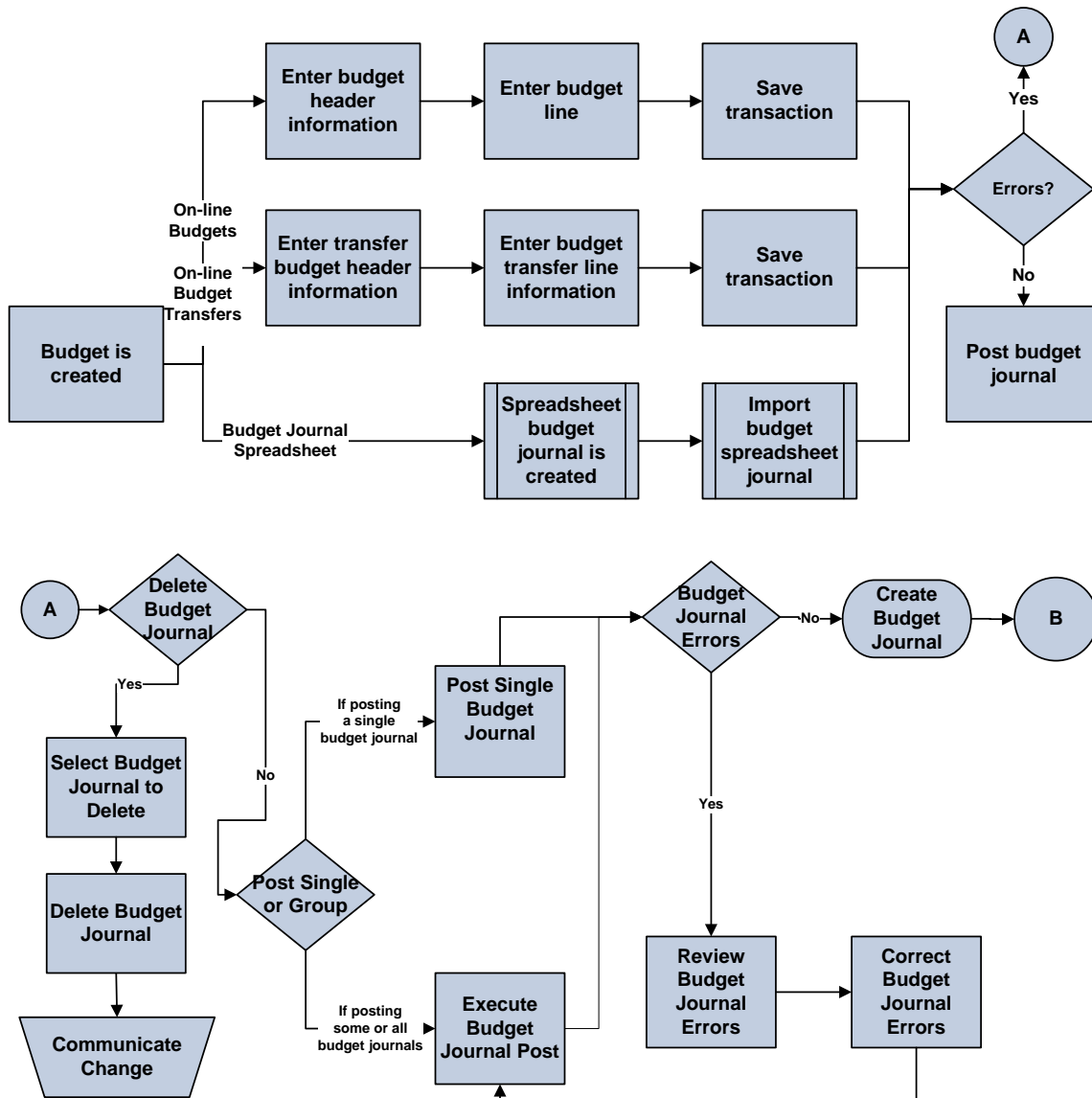
Topic 1: Key Concepts

- **Control** – Strictly control transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount.
- **Tracking with Budget** – Track transaction amounts against a budget, but do not issue error exceptions unless there is no corresponding budget row. Pass if budget row exists, even for a zero amount, but issue warnings when transactions exceed the budgeted amount.

Topic 2: End-to-End Budget Journal Process

The following three diagrams represent the End-to-End Budget Journal process.

Participant Notes:



Participant Notes:

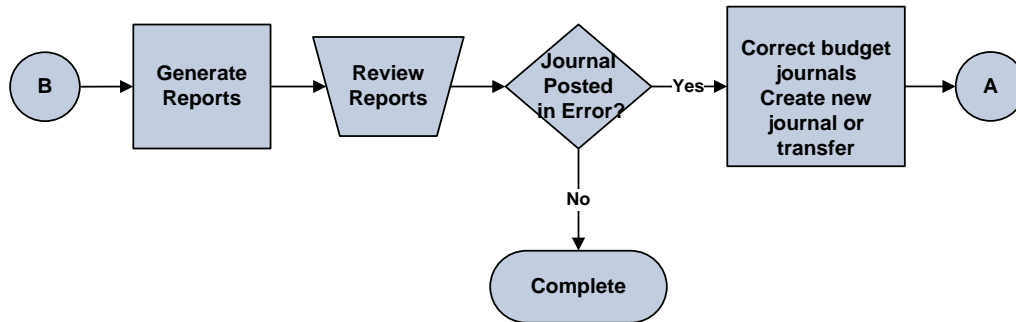


Figure 1. End-to-End Budget Journal Process

Participant Notes:



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Topic 3: Budget Journal Roles

The State of Kansas will use several roles for budget journals. They are:

Role	Description
Agency Budget Processor	This role is responsible for maintaining agency budgets after they interface from the IBARS system and entering new agency budget journals that did not interface from IBARS into the system
Agency Budget Approver	This role is responsible for approving, posting, and deleting agency-level budget journals

Table 1. Budget Journal Roles

Topic 4: State of Kansas Ledgers

The following are general assumptions about the State of Kansas Ledger process and the differences/similarities in agency and central responsibility.

- Kansas has a centrally maintained Appropriation Budget Ledger (CC_APPROP). The Department of Administration controls the official Appropriation Budget Ledger for the State.
- Operating Budget Ledgers (CC_OPERATE) can be set up so agencies can control their budget information.
- Budget Journal security determines who can enter a budget and who can post a budget. Security can be configured by specific budget ledger. For example, Appropriation budgets can be posted centrally and operating budgets can be posted at the agency level.
- The Detail Budget Ledger Group (CC_DETAIL) does not have a budget ledger, so agencies cannot enter/post a budget journal impacting the Detail Budget Ledger group. This ledger group is only available for inquiries.
- No formal systematic workflow process exists for approving and posting budget journals. The budget approver posts journals as his/her approval.
- The process of building the budget, and the legislative process does not take place in SMART. The final, legislative approved, budget is recorded in IBARS and interfaced into SMART.

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- Reports on budget vs. actuals out of SMART are available for the appropriation ledger as well as operating budgets

The following are the different types of State of Kansas budget ledgers and how/why they are used:

- **Appropriation Budget**
 - The Appropriation Budget is the spending authority granted by the legislature at the Agency, Fund, and Budget Unit level. The Appropriation Budget is centrally maintained.
 - Transactions that exceed spending authority will fail when budget checked against the Appropriation Budget. Transactions cannot be processed and recorded until they pass budget check.
- **Operating Budget**
 - The agency Operating Budget is the budget reflected in IBARS and approved by the Div. of the Budget, Legislature, and the Governor.
 - Operating Budgets are managed at the Department, Fund, Budget Unit, and Program. The Agency may elect to further define the operating budget in additional detail.
 - Any additional detail added to the Operating Budget by the agency is maintained by the agency
- **Project Budget**
 - The Project Budget is the budget established by the agency and associated with a specific project. Establishing a Project Budget is optional.
 - Project budget structures include three options:
 - Dept. ID, PC Business Unit & Project/Activity
 - Dept. ID, PC Business Unit, Project/Activity, and Service Location
 - Dept. ID, PC Business Unit, Project/Activity, and Fund
- **Cash Control Budget**
 - The Cash Control Budget stores information about the agency's actual cash balance. Cash Control Budget is a separate ledger from actual expenses, revenue and appropriation budget.

Participant Notes:



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- The Cash Control Budget maintains detail on cash balances in order to facilitate budget checking against the cash balance.
- The information in the Cash Control Budget is not truly a budget –it is a reflection of cash balances. However, it is structured like a budget in SMART so that financial transactions can be “budget-checked” against cash balances.
- Transactions are budget checked against the Cash Control Budget.
- **Revenue Estimate Budget**
 - The Revenue Estimate Budget stores information about the agency’s recognized and collected revenue
 - Revenue Estimate Budgets are managed at the Fund and Budget Unit ChartField level
- By storing budget entry types and the fiscal year with the accounting period for a journal in the budget ledger, Commitment Control, enables the reporting of budget activity by entry type and fiscal year and accounting period directly from the budget ledger. Budget entry types also enable the proper segregation of budget amounts for GASB reporting.
- The ACTUALS Ledger stores consolidated financial transactions for actual expenses, revenues and cash balances (non-budgetary transactions). Actuals Ledger is a separate ledger from Cash Budget and Appropriation Budget.

Lesson Review

In this lesson, you learned how to:

- Define basic budget journal terms including, budget header, budget lines, and budget transfer
- Explain the end-to-end budget journal process
- Describe roles involved in the budget journal process and the activities performed by each role, including Central versus Agency responsibilities
- Explain the State of Kansas Budget Ledgers
- Explain the difference between a budget ledger and an ACTUALS ledger

Participant Notes:



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Lesson 2: Creating a Budget Journal Entry in SMART

Objectives

Upon completion of this lesson, you will be able to:

- Understand a budget journal type
- Describe a situation in which the use of a budget transfer is appropriate
- Describe a situation in which the use of budget adjustment is appropriate
- Enter a budget transfer
- Enter a budget adjustment
- Copy a budget journal
- Modify a budget journal that has not been posted

Topic 1: Understanding Budget Journal Types

- You can manually enter budget journals to establish or change the budgeted amount for a control budget—whether it is an expenditure budget definition or a revenue budget definition. The way your budget journal entries are processed depends on the rules set up for the budget definition in the Budget Definitions and Budget Attributes components. This was provided when your agency defined the budgets they wanted in SMART.
- You enter budgets and adjustments using budget journals. Enter budget journals in the **Enter Budget Journals** component.
- To report on budget journal entry activity, each budget journal header row and each budget ledger row carries one of the following budget entry types:
 - **Original** – This indicates an original budget journal entry. This type is used to record adopted or approved budgets.
 - **Adjustment** – This indicates an adjustment to an original budget
 - **Transfer Original** – This indicates a transfer of original budget amounts
 - **Transfer Adjustment** – This indicates a transfer of adjusted budget amounts

Participant Notes:

- **Closing** –This identifies budget journal entries that contain a closing amount for a budget being closed. This budget entry type is created by the **Budget Close** process.
- **Roll Forward** – This identifies budget journal entries that contain a balance forward amount for a budget that is being closed. This budget entry type is created by the **Budget Close** process.
- Storing budget entry types and the fiscal year with the accounting period for a budget journal in the budget ledger, enables the reporting on budget activity.
- Budget entry types also enable the proper segregation of budget amounts for GASB reporting.

Topic 2: Creating a New Budget Journal Entry

The budget journal entry pages are used to enter new budgets, make adjustments to a budget, perform budget transfers, or adjust budget transfers.

When creating budget journals, complete the following steps:

- Enter budget journal header data
- Enter Budget journal line data
- Edit and post the budget journals to the budget ledger
- Correct budget errors

We will now look at an existing budget journal in SMART and explain the key fields for each page.

Use the **Budget Header** page to enter the base budget journal data that will apply to all budget journal lines in the journal entry.

Page name	Navigation
Budget Header	Commitment Control>Budget Journals>Enter Budget Journals>Budget Header

Participant Notes:

Budget Header
Budget Lines
Budget Errors

Unit: 33300 Journal ID: 0000000120 Date: 09/10/2009

*Ledger Group:

Fiscal Year: Period:

Control ChartField: Department

*Currency:

Budget Header Status: None

Rate Type:

*Budget Entry Type:

Exchange Rate:

Parent Budget Options
☐ Generate Parent Budget(s)
☐ Use Default Entry Event
 Parent Budget Entry Type:

Cur Effdt:

Budget Type: Expense

Long Description:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Figure 2. Budget Header Page

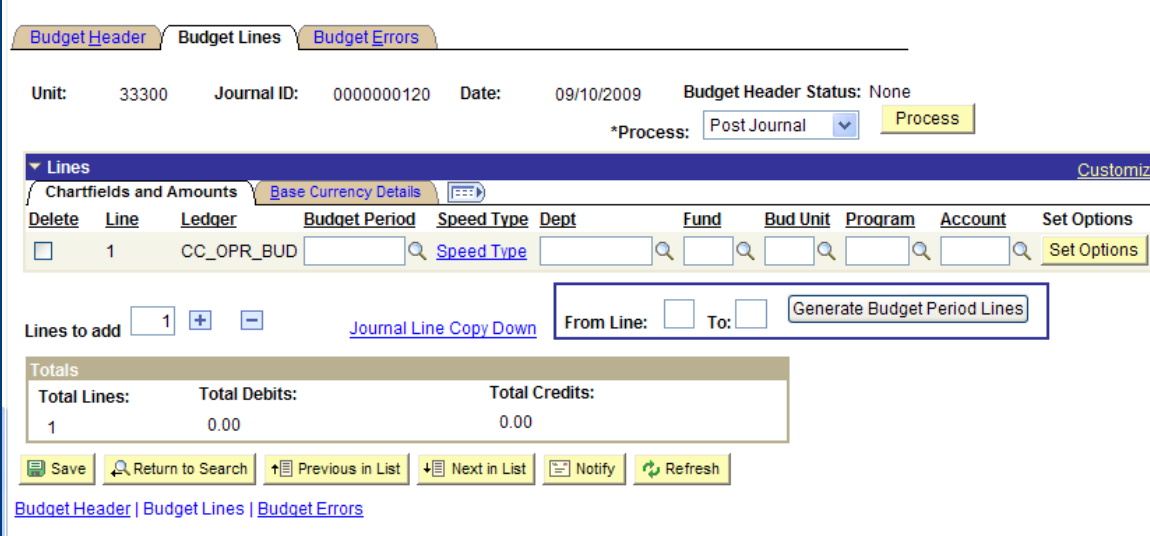
Field	Description
Ledger Group	When adding a new journal, a lookup is available to select the ledger group for the budget ledger where this entry will be recorded

Table 2. Budget Header Page Elements

Use the **Budget Lines** page to enter the details of your budget journal and to post the budget journal to the budget ledger. **Note.** The **Journal Line Description** field can be used to enter the Statutory Citation related to the journal entry.

Participant Notes:

Page name	Navigation
Budget Lines	Commitment Control>Budget Journals>Enter Budget Journals>Budget Lines



The screenshot displays the 'Budget Lines' page. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, the 'Budget Lines' tab is selected, showing a form with fields for 'Unit' (33300), 'Journal ID' (0000000120), 'Date' (09/10/2009), and 'Budget Header Status' (None). A '*Process:' dropdown menu is set to 'Post Journal', and a 'Process' button is visible. Below this is a 'Lines' section with a table header including 'Delete', 'Line', 'Ledger', 'Budget Period', 'Speed Type', 'Dept', 'Fund', 'Bud Unit', 'Program', 'Account', and 'Set Options'. A single line is listed with 'Line' 1 and 'Ledger' CC_OPR_BUD. A 'Journal Line Copy Down' link is present. Below the table is a 'Totals' section showing 'Total Lines: 1', 'Total Debits: 0.00', and 'Total Credits: 0.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. Navigation links for 'Budget Header', 'Budget Lines', and 'Budget Errors' are at the very bottom.


Figure 3. Budget Lines Page

Use the **Journal Line Copy Down** link to select the fields you want to copy to the next journal entry line on the Budget Lines page.

Participant Notes:

Journal Entry Copy Down Option

Select All Deselect All

Customize | Find |  First 1-13 of 13 Last

Label Text	Copy Down
Statistics Code	<input checked="" type="checkbox"/>
Budget Period	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Bud Unit	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>

OK Cancel Refresh

Figure 4. Journal Entry Copy Down Option Page

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Field	Description
Budget Period	A budget period represents a time segment that the system uses to divide budgets. Most budgets are established on the State Fiscal year basis but you may have elected to use a monthly revenue estimate budget.
Lines to Copy	Number of lines you want to copy
Journal Line Copy Down	Select the fields you want to copy to the next journal entry line on the Budget Lines page
Process	Select one of the following processing options and initiate the process by clicking the Process button: <ul style="list-style-type: none">• <i>Edit Chartfields</i> – Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting• <i>Post Journal</i> – Process edits the journal and, if the journal is valid, posts it• <i>Refresh Journal</i> – Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.

Table 3. Budget Lines Page Elements

Use the **Budget Errors** page to view and drill down to the budget journal line items found to be in error by the system. This page shows ChartField combination edit errors only. The **Budget Header Status** link, located on the **Budget Lines** page, leads to exceptions pages to show budget checking and posting errors.

Page name	Navigation
Budget Errors	Commitment Control>Budget Journals>Enter Budget Journals>Budget Errors

Participant Notes:

Budget Header
Budget Lines
Budget Errors

Unit: 33300 Journal ID: 0000000120 Date: 09/10/2009 Budget Header Status: None

▼ Header Errors
Customize | Find | First 1 of 1 Last

Go To Header
Field Name
Set
Msg
Message Text

[Go To Header](#)

No journal headers are marked in error.

▼ Line Errors
Customize | Find | First 1 of 1 Last

Go To Line
Line #
Field Name
Set
Msg
Message Text

[Go To Line](#)

No journal line between line 1 and line 1 is marked in error.

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Add
Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Figure 5. Budget Errors Page

Field	Description
Go To Header and Go To Line	Click the Go To Header link in the Header Errors scroll area to open the Budget Header page, where you can correct budget header journal errors. Click the Go To Line link in the Line Errors scroll area to open the Budget Lines page and correct errors.
Field Name	Displays the ChartField in error
Set	Displays the message set that contains the error message

Table 4. Budget Errors Page Elements

Topic 3: Budget Adjustments

- Budget adjustments refer to increases or reductions in one budget.
- Note:** Use *Transfer Original* when you are transferring original budget (from the beginning of a fiscal year), and *Transfer Adjustment* when transferring adjustments to that budget (after the beginning of fiscal year). However, they will all be reported as transfers.

Participant Notes:

- Budget adjustments are budget journals that use the “Adjustment” entry type. Adjustments happen when budgets need to be increased or decreased. Budget Adjustments are entered using the same component as when setting up a budget.



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Entering and Adjusting Budget Journals.



Walkthrough/Activity

We will now complete Activity 1 and 2: Entering Budget Journals and Adjusting Budget Journals in your Activity Guide.

Topic 4: Copy a Budget Journal

- In SMART, you can open an existing budget journal using the commitment control **Budget Journal Entry** page and copy it to a new budget journal entry online. This process includes posted, unposted, edited, edit required, and error status budget journals. Copying a budget journal saves time as you can use an existing budget journal as the basis for a new journal entry. After you successfully finish copying the budget journal, you refresh **Commitment Control Journal Entry** page to load the SMART page with the newly copied budget journal. Most of the data in the new budget journal comes from the source budget journal.
- There are two ways to copy a budget journal: **The Budget Journal Copy** page and directly from the **Budget Lines** page. The best practice for the State of Kansas is to copy a budget from the **Budget Lines** page.
- To copy a journal from the **Budget Lines** page, select **Copy Journal** in the **Process** dropdown list.

Participant Notes:

- After completing the **Copy Journal** process, you will have a copy of the original budget journal. The budget lines are the same. However, SMART will automatically assign a new **Journal ID**. From here, you will be able to make your adjustments



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Copying a Budget Journal.



Walkthrough/Activity

We will now complete Activity 3: Copying Budget Journals in your Activity Guide.

Topic 5: Budget Transfers

- The **Enter Budget Transfer** component uses the same pages as the **Enter Budget Journals** component, and you process and post transfers just as you do regular budget entries, with the following exceptions: the **Budget Header** page in the **Enter Budget Transfer** component has different budget entry type options, namely, *Transfer Original* and *Transfer Adjustment*.
- You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination
- If the control option for a budget is *control*, then a transfer cannot reduce the budget amount below previously committed amounts
- If the control option is *track with budget*, then a transfer that reduces the budget amount below total commitment amounts can pass budget checking



Walkthrough/Activity

We will now complete walkthrough using a UPK simulation: Entering Budget Transfer Journals

Participant Notes:



Walkthrough/Activity

We will now complete Activity 4: Entering Budget Transfer Journals in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Describe a budget journal type
- Create a new budget journal online
- Modify a budget journal that has not been posted
- Copy a budget journal
- Describe a situation in which the use of a budget transfer is appropriate
- Enter a budget transfer
- Describe a situation in which the use of budget adjustment is appropriate
- Enter a budget adjustment

Participant Notes:



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Lesson 3: Import Budget Spreadsheet Journals in SMART

Objectives

Upon completion of this lesson, you will be able to:

- Explain the importance of budget spreadsheet journal uploads in SMART
- List the requirements for importing budget spreadsheet journals into SMART
- Demonstrate the steps to successfully import a budget spreadsheet journal

Topic 1: Budget Spreadsheet Journals Overview

- The Budget Spreadsheet Journal workbook enables you to enter budget journals offline using Microsoft Excel and then import the budget journals directly into Commitment Control.
- The benefits for using budget spreadsheet journals are:
 - Spreadsheets enable rapid data entry, which is useful for keying large journals
 - Recurring or repetitive budget journals can be saved and easily updated for changing dates and amounts
 - The accounting data necessary to create a budget journal is oftentimes already in an Excel spreadsheet and can easily be copied into the spreadsheet template
- The Budget Spreadsheet Journal functionality is different from the online budget journal. The differences include no dropdown lists for ChartField values and no validation against the database until the journal has been imported and saved. But, the following edits are performed for the data :
 - Checks for the existence of all of required fields
 - Checks to see if the user supplied journal ID already exist in the database
 - Checks to see if the ledger group is a commitment control ledger group

Participant Notes:

The following diagram shows the highlights of the Importing a Budget Spreadsheet Journal process.

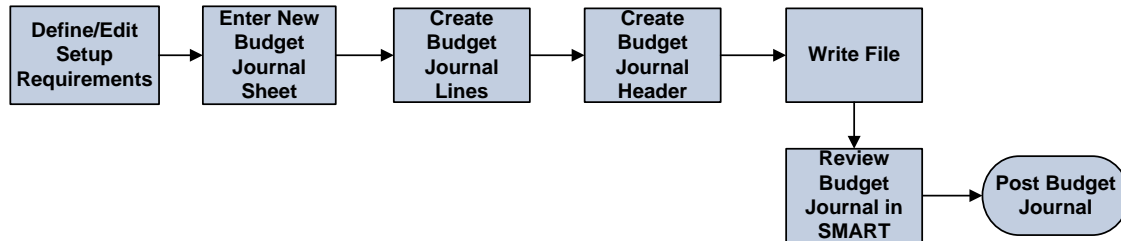


Figure 6. Importing a Budget Spreadsheet Journal Process

Topic 2: Budget Spreadsheet Journal File Requirements

- There are four files used to import budget spreadsheet journals into Commitment Control. The first three files may be placed in the same directory anywhere on your workstation. The MSXML.dll file is part of the Microsoft library.
- You can create multiple journal workbooks by saving a clean BudgetJournalUpload.xls file as BJRNL2.xls or BJRNL3.xls, for example. However, the message log template, GLLOG.txt, and the macro sheet files, JRNLMCRO.xla, must not be changed or renamed.
- In order to import budget spreadsheet journals, Microsoft Excel must be enabled to accept macros. To enable macros, go to Tools>Macro>Security and select Medium or Low on the Security Level tab.
- Contact your technical staff if you need assistance with any of the setup related to importing budget spreadsheet journals

Participant Notes:

Required Files	Description
BudgetJournalUpload.XLS	This is the budget journal workbook that you use to create and import budget journals. You can rename this file, if you want.
JRNLMCRO.XLA	This is the Visual Basic code library and dialog control
GLLOG.XLT	This is the Message log template
MSXML.DLL	Microsoft delivered XML library file used when importing online

Table 5. Budget Spreadsheet Upload Files

Topic 3: Creating a Budget Spreadsheet Journal

- You must access a new budget journal sheet to begin entering the data for your spreadsheet upload
- You can insert as many budget journal sheets as needed, and each budget journal sheet can contain as many budget journals as necessary

Page Name	Navigation
Budget Spreadsheet Journal Import Control sheet	Open BudgetJournalUpload.xls file at workstation

Participant Notes:

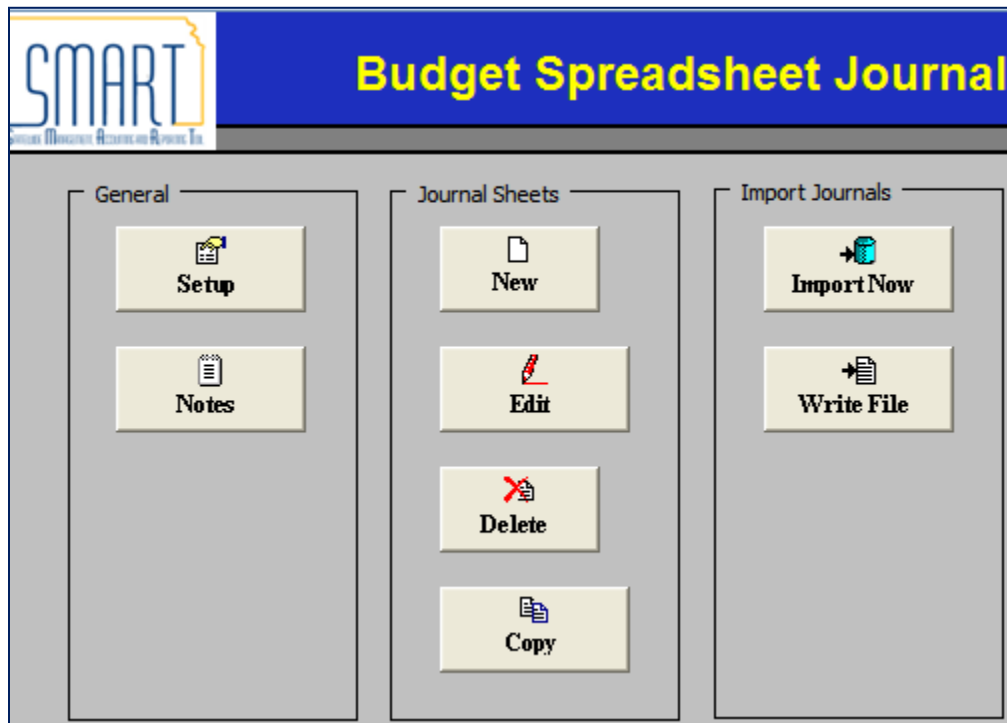


Figure 7. Budget Spreadsheet Journal Import Control Worksheet

Fields	Description
Setup	Click to set up access to the Define Options and Defaults dialog box. Use to set budget journal header defaults, message logging options, document sequencing options, and online import controls. Options set here will default to budget journal sheets and budget journals created within this workbook.

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Fields	Description
Notes	Click to access another worksheet in the workbook that can be used as a scratch pad. Use the scratch pad for instructions, calculations, notes, and so on.
New	Click to insert a new budget journal sheet. A workbook can contain as many budget journal sheets as needed, and each budget journal sheet can contain as many budget journals as desired.
Edit	Click to edit an existing budget journal worksheet
Delete	Click to delete one or more budget journal sheets in the workbook
Copy	Click to copy one budget journal sheet to a new journal sheet saved under a new name
Import Now	The State of Kansas will not use this functionality
Write File	Click to save selected journal sheets to a file. After saving one or more files, you must run the batch budget spreadsheet journal import process from SMART to upload the file.

Table 6. Budget Spreadsheet Journal Import Control Sheet Fields

Page Name	Navigation
Define Options and Defaults	BSJI Control Page>Setup button

Participant Notes:

Figure 7. Define Options and Defaults Dialog Box

Fields	Description
Header Defaults section	Fill in your most commonly used budget journal parameters as defaults. The values are case sensitive.
Message Options section	Choose whether you wish to see success and error messages or error messages only. You can also choose to view error messages online rather than using the text file on your workstation.

Table 7. Define Options and Defaults Dialog Box Fields

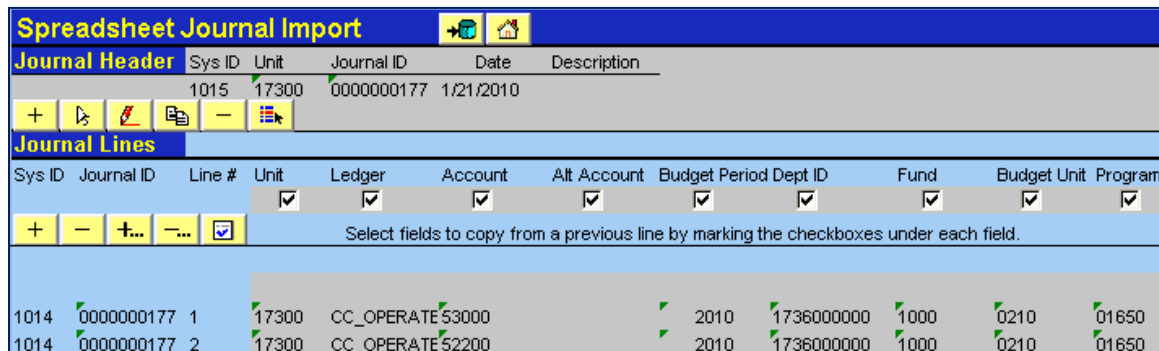
Participant Notes:

Page Name	Navigation
New Spreadsheet Journal Sheet	BSJI Control Page>New button



A dialog box titled "New Journal Sheet" with a close button (X) in the top right corner. It contains a text input field labeled "New Journal Sheet Name:" and two buttons, "OK" and "Cancel", positioned to the right of the input field.



Figure 9. New Journal Sheet Dialog Box



The "Spreadsheet Journal Import" worksheet interface. It features a "Journal Header" section with fields for Sys ID (1015), Unit (17300), Journal ID (0000000177), Date (1/21/2010), and Description. Below this is a "Journal Lines" section with a table of journal entries. Each entry has checkboxes for various fields to be copied from a previous line.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Budget Period	Dept ID	Fund	Budget Unit	Program
1014	0000000177	1	17300	CC_OPERATE	53000		2010	1736000000	1000	0210	01650
1014	0000000177	2	17300	CC_OPERATE	52200		2010	1736000000	1000	0210	01650

Figure 80. New Budget Spreadsheet Journal Worksheet

Fields	Description
Row 2: Overall Actions Buttons	
	The State of Kansas will not use the Import Now button
	Returns to the Budget Spreadsheet Journal Import Control sheet
Row 5: Budget Journal Header Action Buttons	

Participant Notes:












Fields	Description
	Create a new Budget Journal Header
	Select a Budget Journal Header
	Edit a Budget Journal Header
	Copy a Budget Journal Header and Lines
	Delete a Budget Journal entry
	Change the import status of a budget journal
Row 9: Budget Journal Lines Action Buttons	
	Add a budget journal line in the current selected budget journal header. Note: If you wish to copy values down to new lines, use the check boxes in row 8. If a check box is not selected, the initial value for that field on the succeeding line is blank.
	Delete a budget journal line. Position your cursor on the line and click this button.
	Add/Copy a block of multiple lines
	Delete a block of multiple lines
	Check the amount fields to verify that you have entered amounts with the correct number of decimal points. The default number of decimal points is 2. Click the button to check the number of decimal points before you import the journal.

Table 8. New Budget Spreadsheet Journal Worksheet Fields

Page Name	Navigation
New Budget Journal Header Dialog Box	BSJI Control Page>New button>Create Budget Journal Header button

Participant Notes:

New Journal Header [X]

System ID:		Description:	
Unit:	17300		
Journal ID:	0000000177		
Journal Date:	1/21/2010	<input type="checkbox"/> AutoGen Lines	OK
Reference Number:		<input type="checkbox"/> Adjusting Entry:	Cancel
Ledger Group:	CC_OPERATE	Document Type:	
Ledger:		Doc Sequence:	
Source:	SPJ	Adjustment Type:	
User ID:	FMSBMASON	Commitment Control Amount Type:	Actuals, Recognize and Colle ▾
Journal Class:		Agency Location Code:	
Transaction Code:			

<p>Currency Information</p> <p>Foreign Currency: <input type="text"/></p> <p>Effective Date: 3/8/2010</p> <p>Rate Type: <input type="text"/></p> <p>Exchange Rate: <input type="text"/></p>	<p>Reversal</p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Beginning of Next Period</p> <p><input type="radio"/> End of Next Period</p> <p><input type="radio"/> Next Day</p> <p><input type="radio"/> Specified Date</p>
---	--

Figure 91. New Budget Journal Header Dialog Box

Participant Notes:



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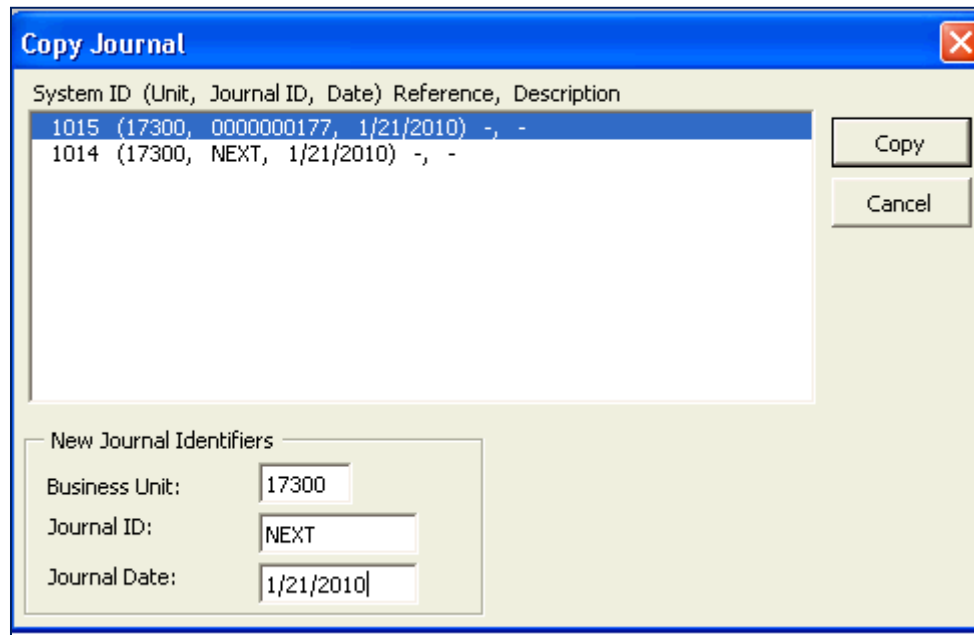


Fields	Description
Reference Number	Identifies a document, person, invoice, date, or any other piece of information that is associated with a budget journal entry and is helpful when you need to trace back to the source of a transaction. Error messages that are logged contain the budget journal header reference to assist in researching the source of a transaction.
Commitment Control Amount Type	Identifies the Commitment Control Amount type from the Journal. Should always be set to Actuals, Recognize, and Collect.

Table 9. New Journal Header Dialog Box Fields

Page Name	Navigation
Copy Budget Journal Dialog Box	BSJI Control Page>New button>Copy Budget Journal Header and Lines button

Participant Notes:



Copy Journal

System ID (Unit, Journal ID, Date)	Reference	Description
1015 (17300, 0000000177, 1/21/2010)	-	-
1014 (17300, NEXT, 1/21/2010)	-	-

Copy
Cancel

New Journal Identifiers

Business Unit: 17300
Journal ID: NEXT
Journal Date: 1/21/2010

Figure 102. Copy Budget Journal Dialog Box

Topic 4: Importing a Budget Spreadsheet Journal

- After you create a file for import, you log into SMART and use the budget spreadsheet journal import batch process to upload the file
- Budget spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the Budget Journal Entry page in CommitmentControl. For batch import, error messages are provided in a separate log file and are not part of the message log. However, the message log provides reference to the log file and incorporates the Reference ID field value in all the messages logged.
- The following are examples of error and warning messages that might be logged during budget spreadsheet journal import:

Participant Notes:

- Logs error if "NEXT" is used. For the Budget Journal spreadsheet, a budget journal ID must be entered into the spreadsheet.
- Logs budget journal header validation errors
- Logs budget journal line validation errors
- Logs message for skipped budget journal headers
- Logs message for skipped invalid budget journals
- Logs message for ledger groups that are not commitment control ledger groups

Page Name	Navigation
Write Journals to File Dialog Box	BSJI Control Page>Write File button

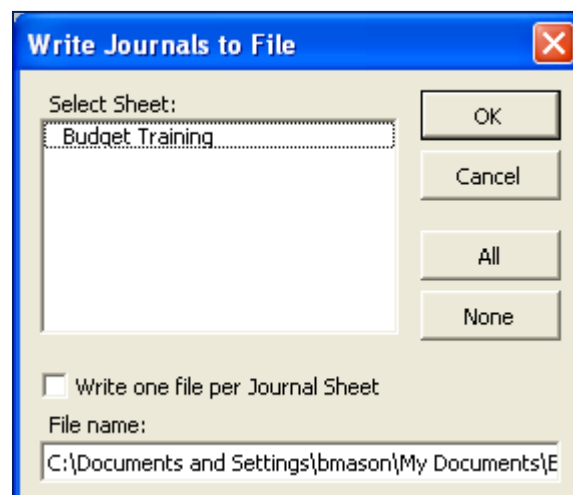


Figure 13. Write Journals to File Dialog Box

Participant Notes:

Fields	Description
Write one file per Budget Journal Sheet check box	This check box defaults to not selected so that one file is generated for all budget journal sheets. You have the option of selecting this checkbox to create one file for each budget journal sheet and an index file.
File Name	Enter a name for the file including the path where you want it saved

Table 10. Write Journals to File Dialog Box Fields

Page Name	Navigation
Budget Journal Spreadsheet Import Request	Kansas>KS GL>INF24 Budget Upload

Budget Upload

Budget Journal Spreadsheet Import Request

Run Control ID: SBJ202
[Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

*If Journal Already Exists: Skip ▼

*If Journal is Invalid: Skip ▼

Add
Delete
View

Attached File: Budget_Journal_Upload.txt

Figure 14. Budget Journal Spreadsheet Import Request Page

Participant Notes:

Fields	Description
If Journal Already Exists	Select whether to abort, skip, or update if the same budget journal already exists
If Journal is Invalid	Select to abort or skip if the budget journal is invalid
Add	Click to add an attachment. Browse for the file you have written from the budget spreadsheet journal workbook, and then click Upload.
Delete	Click to delete an attachment
View	Click to display the contents of the attached file

Table 110. Budget Spreadsheet Journal Import Request Page Fields



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Uploading Budget Journal Spreadsheets.



Walkthrough/Activity

We will now complete Activities 5: Uploading a Spreadsheet Budget Journal in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Explain the importance of budget spreadsheet journal uploads in SMART
- Demonstrate the steps to successfully import a budget spreadsheet journal

Participant Notes:



Lesson 4: Processing Budget Journals

Objectives

Upon completion of this lesson, you will be able to:

- Describe the types of errors that might occur during the budget journal post process
- Review and correct budget journal entry errors

Topic 1: Budget Journal Posting

- You run the **Commitment Control Posting** process to post completed budget journals to the control budget ledgers
- Commitment Control ledgers are set up by Central staff at A&R. They are set up by business unit and have the same naming convention for each agency.
- Commitment Control ledgers are made up of ledger groups. For example, the Commitment Control Detail Ledgers for the CC_APPROP Ledger Group are CC_APR_BUD, CC_APR_EXP, or CC_APR_ENC.
- There are two ways to run the process. You can initiate it on the **Budget Lines** page for a single budget journal if the budget needs to be reconciled immediately, or you can request a batch process on the **Budget Posting Request** page
- The batch process is considered best practice if you have budget journals with over 200 lines or multiple budget journals to post

Navigation	
Page name	
Budget Posting Request	Commitment Control>Post Control Budget Journals>Request Posting>Post Commitment Control Budget Journals Request

Participant Notes:

Post Commitment Control Budget Journals Request

Run Control ID: JK [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency
☐ Once
 ☐ Always
 ☒ Don't Run

Request Number: 1

*Description:

*Transaction Type: GL_BD_JRNL

Business Unit:

Budget Entry Type:

Journal ID From:

Journal Date From:

☐ Skip Entry Event processing

Ledger Group:

System Source:

Journal ID To:

Journal Date To:

Leave a field blank to select all its values.

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

Figure 11. Post commitment Control Budget Journals Request Page

Field	Description
Transaction Type	GL_BD_JRNL defaults as the transaction type. Do not change it.
Ledger Group	Enter the ledger group for the budget journals you intend to post, CC_OPERATE, etc.
Business Unit	Your business unit

Table 12. Post Commitment Control Budget Journals Request Page Elements

Participant Notes:



Walkthrough/Activity

We will now complete Activity 6: Posting a Budget Journal (Batch Process) in your Activity Guide.

Topic 2: View and Correct Budget Journal Errors

- If budget journal entries fail edits or receive warnings, you can use the **Budget Journal Exceptions** pages to view the exceptions and derive more detailed information about the budget journals, journal lines and the associated exceptions
- You can access the original journal or other options and after determining the nature of the errors and make necessary corrections before running budget journal posting again
- Potential Errors:
 - Budget is closed
 - Key ChartField values are not at or above a budgetary-level node of the translation tree, if translation is established in the budget definition. For example, a value that is not at tree level based on the agency's operating budget set up will produce an error because it needs to match the agency's designated budget structure.
 - Budget Period is not valid for the budget ledger
 - Ledger not is valid for the business unit and is a budget ledger
 - Account is an account type that is excluded for the budget
 - Key ChartFields are blank
 - **Note:** The Budget Errors page on the Budget Journal component will show some errors. However, best practice is to use the Budget Journal Exceptions page because it shows all the errors.
- It is important to understand that there is no workflow associated with the budget journal posting process in SMART. If you hold a Budget Approver role in SMART, you are able to post a budget journal. If you hold a Budget Processor

Participant Notes:



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role in SMART, you are unable to post a budget journal. If a Budget Processor attempts to post a budget journal, a security error message will be received.

- **Note:** Role assignments and role segregation decisions are made at an individual Agency level.
- If a Budget Processor makes an error while creating a budget journal, the error will not be recognized in SMART until a Budget Approver attempts to post the budget journal in SMART
- If a Budget Processor has made an error while creating the budget journal, the Budget Approver receives an error message when attempting to post the budget journal. The Budget Approver is then able to view a summary of the errors made on the budget journal. It will be up to the agency whether or not the Budget Approver will fix the journal or send it back to Budget Processor.

Navigation	
Page name	
Budget Journal Exceptions page	Commitment Control>Review Budget Check Exceptions>General Ledger>Budget Journal>Budget Journal Exceptions

Participant Notes:

Budget Journal Exceptions

Budget Journal Line Exceptions

Business Unit:

33300

Journal ID:

0000000123

Journal Date:

09/25/2009

*Exception Type:

Error

☐ Override Transaction

☐ More Budgets Exist

[Advanced Budget Criteria](#)

Maximum Rows:

100

Search

Budgets with Exceptions

Customize | Find | View All

First 1-5 of 5 Last

Budget Override

Budget Chartfields

	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	33300	CC_OPERATE	CF Value not at Tree Level	More Detail	<input type="checkbox"/>	Go To ...
2	33300	CC_OPERATE	No fiscal year calendar found	More Detail	<input type="checkbox"/>	Go To ...
3	33300	CC_OPERATE	CF Value not at Tree Level	More Detail	<input type="checkbox"/>	Go To ...
4	33300	CC_OPERATE	CF Value not at Tree Level	More Detail	<input type="checkbox"/>	Go To ...
5	33300	CC_OPERATE	CF Value not at Tree Level	More Detail	<input type="checkbox"/>	Go To ...

Save

Return to Search


Previous in List

Next in List

Notify

[Budget Journal Exceptions](#) | [Budget Journal Line Exceptions](#)

Figure 12. Budget Journal Exceptions Page

Field	Description
	Click this button that is located next to the journal ID to access the original budget journal
Exception Type	You can limit information returned for this budget journal to either errors or warnings and when you click the Search button, the system populates the scroll up to the number of rows that you specify in the Maximum Rows field.

Participant Notes:




Field	Description
Maximum Rows	Enter the maximum number of budget journals lines with exceptions that you want to retrieve to the budgets with exceptions grid at the bottom of the page. The default value is 100.
More Budgets Exist	The system selects this field when the Maximum Rows field value is less than the total number of budget rows retrieved by the system.
	Click the Budget Check Document button after overriding errors to budget check the budget journal again.
Advanced Budget Criteria	Select this link to access the Refine Inquiry Criteria page where you can change the budget criteria to limit the rows you see.
	Click to view the Budget Journal Drill Down page for a budget journal row where you can view the line identifiers, source information, and transaction line detail.
Override Budget	If you have the security, you can override errors for individual budget journal rows. The State of KS will not use this functionality.
	Click this button under the Transfer column to access 2 links. One is the Go to Budget Exception link that enables you to go to the Commitment Control Budget Exceptions page. You can also click the link to access the Commitment Control Budget Details page. These pages enable you to access additional pages and inquiries used in managing budgets and transaction exceptions.

Table 13. Budget Journal Exceptions Page Elements

Participant Notes:

Budget Journal Exceptions
Budget Journal Line Exceptions

Business Unit: 33300
Journal ID: 0000000123
Journal Date: 09/25/2009

*Line Status: Error

Maximum Rows: 100

Line From:

Line Thru:

Search

☐ Override Transaction

☐ More Lines Exist

Transaction Lines with Budget Exceptions

Customize | Find | View All |
First 1-2 of 2 Last

Line Values
Line Chartfields
Line Amount

Line	Ledger	Budget Date	GL Business Unit
1	CC_OPR_BUD	08/01/2010	33300
2	CC_OPR_BUD	08/01/2010	33300

Save
 Return to Search
 Previous in List
 Next in List
 Notify

[Budget Journal Exceptions](#) | [Budget Journal Line Exceptions](#)

Figure 13. Budget Journal Line Exceptions Page

Participant Notes:

Field	Description
Line From and Line Thru	Enter a consecutive block of line numbers and click the Search button to display those rows within the Maximum Rows constraints. If the number of rows populating the Transactions Lines with Budget Exceptions grid is less than the number retrieved given you criteria, the system will issue a message that more lines exist and you can either increase the lines or select the OK button on the message to display the block of numbers that you originally selected.
More Lines Exist	The system selects this field when the Maximum Rows field value is less than the total number of transaction lines with budget exceptions retrieved by the system.

Table 14. Budget Journal Line Exceptions Page Elements



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Viewing and Correcting Budget Journal Entry Errors.



Walkthrough/Activity

We will now complete Activity 7: Viewing and Correcting Budget Journal Entry Errors in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Describe the types of errors that might occur during the budget journal post process,
- Review and correct budget journal entry errors

Participant Notes:



Lesson 5: Reviewing Budget Journals in SMART

Objectives

Upon completion of this lesson, participants are able to:

- Create and review Budget Overview inquiries
- View budget details and transaction activity

Topic 1: Budget Overview

The **Budgets Overview** inquiry component provides summarized and detailed information about activity across several control budgets. You save this inquiry with a name so that the criteria that you choose are saved and can be used again. You can create a different inquiry with a different name to save a different set of criteria, delete the inquiry, or clear the criteria and start again. Use the **Budgets Overview** inquiry to:

- You can view the budget's details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, expense, and others) in the budget.
- View associated budgets and budget attributes

Page name	Navigation
Budget Overview	Commitment Control>Review Budget Activities>Budgets Overview

Participant Notes:

Budget Inquiry Criteria
Budget Overview

Inquiry: GL331 Description:

Amount Criteria

Budget Type

*Business Unit:
 Ledger Group/Set:
 Ledger Group:

☐ View Stat Code Budgets
☐ Display Chart

Time Span

*Type of Calendar:

Customize | Find | View All |
First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	EG_ALLT		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/> Update/Add

Budget Status

☒ Open
☒ Closed
☒ Hold

Figure 14. Budget Overview Page

Field	Description
<input type="button" value="Search"/>	Click to run your request and display the Budgets Overview - Inquiry Results page, where you can view the results based on the criteria you establish on this page
<input type="button" value="Clear"/>	Click to remove existing criteria from the page
<input type="button" value="Reset"/>	Click to populate default fields if you accidentally change the Business Unit , Ledger Group , Ledger Inquiry Set , or Type of Calendar while you are entering your inquiry criteria
	Click to delete this inquiry


Participant Notes:



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Field	Description
Ledger Group/Set	Select either the Commitment Control Ledger Group or Ledger Inquiry Set whose budgets you want to inquire about. The following field name changes depending on your selection.
Ledger Group	If you selected <i>Ledger Group</i> , select the Ledger Group for your inquiry
Ledger Inquiry Set	If you selected Ledger Inquiry Set , select one of the inquiry sets that you created
Display Chart	Select to display an analytical chart of the Commitment Control Budget to Total Activity and Budget to Commitments on the Budget Overview Inquiry Results page
	Click the Information button to view descriptions of the ChartField criteria field
Type of Calendar	Select the calendar that you want to use for this inquiry: <ul style="list-style-type: none"> • Detail Accounting Period • Detail Budget Period • Summary Accounting Period • Summary Budget Period
From Budget Period and To Budget Period	Enter the budget periods that you want to apply to this inquiry. If you are inquiring on a ledger inquiry set or a ledger group with rulesets using different calendars more than one row may appear: one for each ledger group in the ledger inquiry set and one for each calendar in the ledger group.
Include Adjustment Period(s)	Click to include closing adjustment entries. This does not include the roll forward entries.

Participant Notes:

Field	Description
Include Closing Adjustments	Select to include amounts associated with budget closing entries generated from the budget closing process
ChartField Criteria	Enter the ChartField value range for each ChartField for the budgets that you want to view. You can use the ChartField From Value and ChartField To fields to enter a range of values. You can also use the % wildcard. For example, enter 5% in ChartField Value field to see all accounts that begin with 5, such as 500000 to 599999.
Budget Status	Select one or more check boxes: <ul style="list-style-type: none"> • Open to include open budgets in your inquiry • Closed to include closed budgets in your inquiry • Hold to include budgets on hold in your inquiry

Table 15. Budget Overview Page Elements



Walkthrough/Activity

We will now complete Activity 8: Navigating the Budgets Overview Page in your Activity Guide.



Walkthrough/Activity

We will now complete Activities 9-10: Inquiring on Budget Journals in your Activity Guide.

Participant Notes:

Topic 2: Ledger Inquiry Set

Use the **Ledger Inquiry Set** page to add ledgers to a ledger inquiry set to enable inquiries across multiple ledger groups. **Ledger Inquiry Sets** are especially useful for inquiring on associated expenditure and revenue budgets.

Commitment Control Ledger Inquiry Set

Use the "Select to Add" to choose the ledgers to choose the ledgers to be added, then click on "Add selected Ledgers" to add them.
Use the "Select to Remove" to choose the ledgers to be removed, then click on "Remove selected ledgers" to remove them.

Business Unit: 33300 Ledger Inquiry Set: AGENCYBUD

Ledger Group:

Candidate ledgers			Selected ledgers	
Select to Add	Ledger		Select to Remove	Ledger
<input type="checkbox"/>	CC_OPR_BUD	<input type="button" value="Add selected ledgers >>"/> <input type="button" value="Remove selected ledgers <<"/>	<input type="checkbox"/>	CC_OPR_BUD
<input type="checkbox"/>	CC_OPR_ENC		<input type="checkbox"/>	CC_OPR_ENC
<input type="checkbox"/>	CC_OPR_EXP		<input type="checkbox"/>	CC_OPR_EXP

Figure 15. Ledger Inquiry Set Page

Field	Description
Ledger Group	Select a Commitment Control Ledger Group , which contains the ledgers that you want to include in the ledger inquiry set
<input type="text" value="x"/>	Click to display the ledgers within the selected group that are candidates for this ledger inquiry set

Participant Notes:


Field	Description
Candidate ledgers	Select the ledgers that you want to include in this ledger inquiry set
	Click to add the selected candidate ledger to the list of selected ledgers
Selected ledgers	You can display the amounts in these ledgers using the Budget Overview - Inquiry Results page. You can also select any of the ledgers that you want to remove from this list.

Table 16. Ledger Inquiry Set Page Elements

Topic 3: The Detail Budget Maintenance Page

The **Budgets Detail** inquiry is similar to the **Budget Overview** inquiry page, except that it enables you to view data for a specific budget. In order to use this page:

- Select key ChartField criteria to view a specific control budget.
- Use the drill down features to view the details of the budget ledger, budget journals, and budget activity.

Page name	Navigation
Commitment Control Budget Details	Commitment Control>Review Budget Activities>Budget Details

Participant Notes:

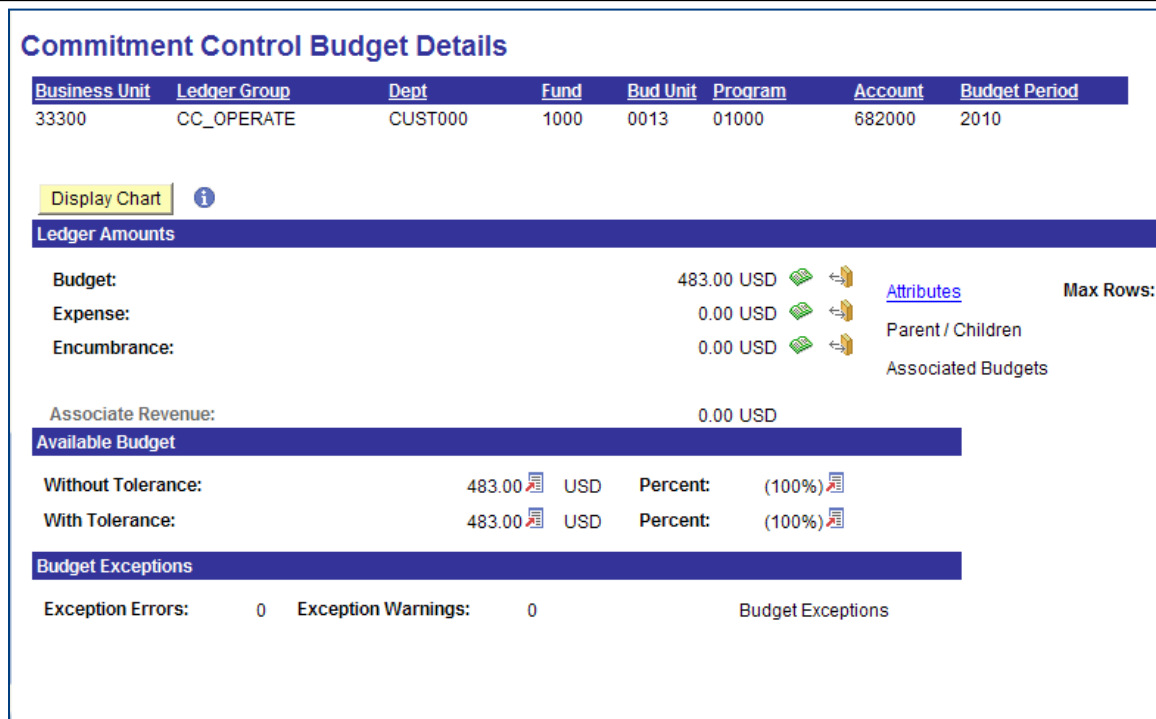


Figure 16. Commitment Control Budget Details

Participant Notes:

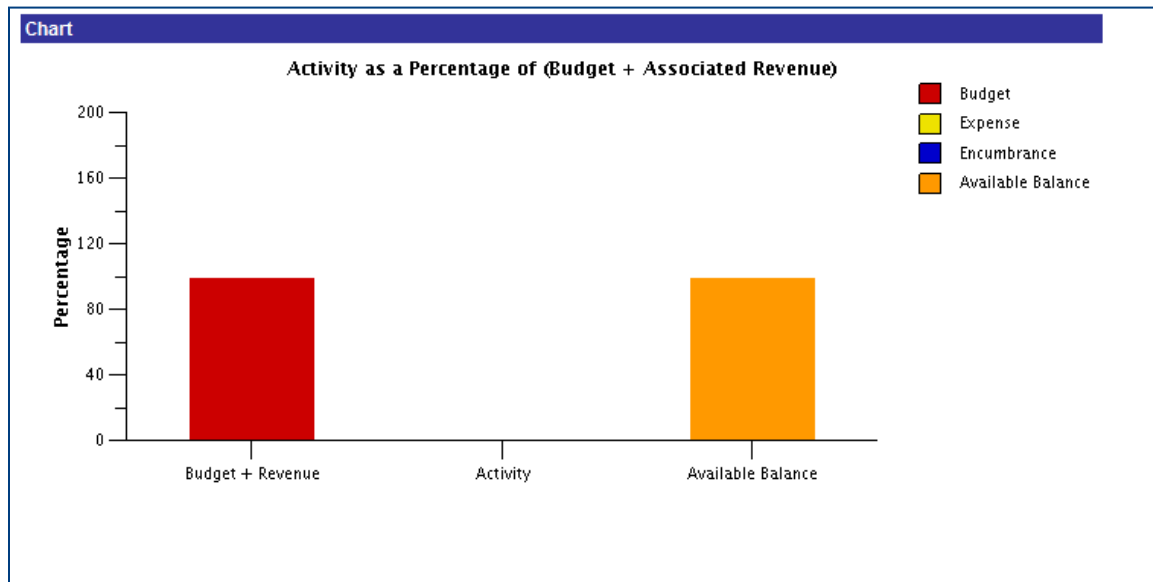


Figure 17. Commitment Control Budget Details Display Chart

Ledger

Business Unit: 33300 Ledger: CC_OPR_BUD

Customize | Find | First 1-2 of 2 Last

Budget Chartfields Amounts

Dept	Fund	Bud Unit	Program	Account	Budget Period
CUST000	1000	0013	01000	682000	2010
CUST000	1000	0013	01000	682000	2010

OK

Figure 18. Drill to Ledger Page

Participant Notes:



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Activity Log

Ledger: CC_OPR_BUD

Activity Log									
<u>Tran</u> <u>Line</u>	<u>Document</u> <u>Label</u>	<u>Document ID</u>	<u>Ref</u> <u>Bdgt?</u>	<u>Dept</u>	<u>Fund</u>	<u>Bud Unit</u>	<u>Program</u>	<u>Account</u>	<u>Budget Period</u>
	1 Journal ID:	0000000099	N	CUST000	1000	0013	01000	682000	2010
	1 Journal ID:	0000000115	N	CUST000	1000	0013	01000	682000	2010
	1 Journal ID:	0000000117	N	CUST000	1000	0013	01000	682000	2010

OK

Figure 19. Drill to Ledger, Left Side of Page

Participant Notes:



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Customize Find View All First 1-3 of 3 Last							
Year	Period	Foreign Amount	Monetary Amount	Budget Entry Type	Auto Generated Parent Ln	Tran ID	Tran Date
2010	1	34.00 USD	34.00 USD	Original	N	0000001021	08/01/2009
2010	2	415.00 USD	415.00 USD	Original	N	0000001031	08/03/2009
2010	2	34.00 USD	34.00 USD	Original	N	0000001039	08/04/2009

Figure 20. Drill to Ledger, Right Side of Page

Budget Detail Attributes

Control Budget Attributes

Commitment Control Option: Track w/o Budget

Tolerance Percent: 0.00000000

Budget Status: Open

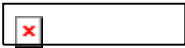



OK

Figure 21. Budget Detail Attributes Page

Participant Notes:

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Field	Description
	Click this button to display a two-dimensional bar chart graph if the budgeted amount is not equal to zero, or a pie chart if the budgeted amount is equal to zero or a budget does not exist.
	Click the Drill to Ledger button to access the Ledger page
	Click the Drill to Activity Log button to display the budget activity lines on the Activity Log page. These lines consist of the budget ChartFields and amounts for each budget activity.
	Click the View Related Links button on the particular source entry drill down page (such as, Voucher, PO, or Requisition) to access the actual source entry page such as the Maintain Requisitions - Requisition page or the source inquiry page such as the Requisition Inquiry page.
Attributes	Click to open the Budget Detail Attributes page, where you can view the budget status, Commitment Control option, begin, and end dates
Associated Budgets	Click to open the Associated Revenue Budgets page or the Associated Expense Budget page, where you can view the ChartField values and budget amounts for associated revenue or expense budgets. This link is unavailable if there are no revenue or expense budgets associated with this budget.
With Tolerance	The total amount available including the tolerance percentage. The State of Kansas does not use budget tolerance...

Participant Notes:


Field	Description
	View the formula used for the system calculation of the Without Tolerance field and With Tolerance field amounts and their percentages.
Forecasts	Click link to open the Budget Forecast Amounts page, where you can view forecast amounts for the budget. This link is available only for current budgets.

Table 17. Commitment Control Budget Details Page Elements



Walkthrough/Activity

We will now complete Activity 11 and 12: Inquiring on Budget Ledgers in your Activity Guide.



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Navigating the Budget Detail page.



Walkthrough/Activity

We will now complete Activity 13: Navigating the Budget Detail Page in your Activity Guide.

Lesson Review

In this lesson, you learned how to:

- Create and review **Budget Overview** inquiries
- View budget details and transaction activity

Participant Notes: